

The Society of Ohio Archivists



# The Ohio Archivist

Vol. 18 No. 2

Fall 1987

## SOA fall meeting is scheduled for Sept. 24-25 in Bowling Green, Ohio



*Jerome Library, Bowling Green State University*

PHOTO courtesy of Bowling Green State University

Dr. Raymond K. Tucker, nationally known for his seminars in interpersonal communication, will be the featured speaker when the Society of Ohio Archivists holds its fall meeting in Bowling Green September 24 and 25. The meeting will be held at the Bowling Green Holiday Inn with registration set for noon to 1 p.m. on Thursday, September 24. A program brochure has also been prepared.

The meeting's opening session, from 1-2:45 p.m. Thursday, will address current technological trends in records management and will be led by Richard Sayre, Assistant Administrator for Information Management at the State Records Center in Columbus. Last spring's issue of *The Ohio Archivist* featured an article on the innovative techniques being used at the State Records Center; Mr. Sayre will



amplify the information given in that piece and bring us up to date with the progress being made at the Center. Mr. Sayre will be joined at this session by Ann Gilliland of the University of Cincinnati's Archives and Rare Book Department. Given her focus from the point of view of an academic institution, and Mr. Sayre's statewide vantage point, this session should have broad interest for the membership.

Dr. Tucker, who was featured twice in 1985 by Dan Rather on the "CBS Evening News," will be the meeting's keynote speaker during a 3-4:30 p.m. session. Currently a professor and chair of the Department of Interpersonal and Public Communication at Bowling Green State University, Tucker consistently has been recognized for his teaching. He has received an award for excellence in seminar presentation by the Continuing Education division at BGSU. In 1982, he became the first university faculty member to receive the Master Teacher Award and in 1986 he received the coveted faculty excellence award from the student government.

Dr. Tucker has co-authored two books: *Essentials of Public Speaking* and *Research in Speech Communication*. He has published over 50 articles and has presented an equal number of scholarly papers at professional conventions. Dr. Tucker has spent twenty years researching his latest book, *Fighting It Out With Difficult—If Not Impossible—People*. During this research, he also presented over 2,000 seminars of various kinds on such topics as "Working Smarter," "Fighting Back after 40," and "Dealing With Difficult People." Seminars on the latter were featured by Rather on the "CBS Evening News."

Dr. Tucker's presentation at the fall meeting, "Managing Office Stress and Staff Relations," is sure to be helpful to all SOA members, who in suggesting program sessions frequently request a session about office relationships and stress.

Following Dr. Tucker's address, the meeting will break for dinner. Later, from 8-10 p.m., the Center for Archival Collections at Bowling Green State University will host a reception at Jerome Library, as well as provide tours of the CAC and Popular Culture and Music libraries.

Friday's activities begin at 9:30 a.m. with a presentation by Dr. Patrick B. Nolan, head of the Department of Archives and Special Collections at Wright State University. Dr. Nolan, who just spent a year as Program Officer of Reference Materials, Division of Research Programs at the National Endowment for the Humanities in Washington, D.C., is anxious to discuss what he learned about the criteria that make a proposal "eligible" and "competitive" for a grant. During the hour-long session, he will address the review process, the manner in which panels are put together, the selection of reviewers, and the structure of a successful grant proposal.

Nolan will then lead a panel discussion in the meeting's final session, from 10:45 a.m.-noon, which will consider grant opportunities for archives. The three-member panel includes Kermit J. Pike, Director of the Library of the Western Reserve Historical Society, Richard Kern, Professor of History at Findlay College and a member of the Ohio Humanities Council, and Dennis East, State Archivist at the Ohio Historical Society.

Registration for this year's meeting will be \$10 for students and \$15 for adults. Meals are not included.

Regina K. Lemaster  
Conservator  
Center for Archival  
Collections  
Bowling Green State  
University

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## Nominations solicited for MAC President's Award

The Midwest Archives Conference has created a President's Award. Up to three awards (consisting of certificates) will be given at the MAC annual meeting in Chicago. The award is designed to recognize significant contributions to the archival profession by individuals or institutions not directly involved in archival work, but knowledgeable about its purposes and value.

MAC will be soliciting nominations for the award from each of the midwestern states. The Ohio award committee is chaired by Edward M. Rider. Other committee members include Mary Zimmeth (Ohio Historical Society), Gary A. Hunt (Ohio University), James C. Marshall (Toledo-Lucas County Public Library), Christine Krosel (Diocese of Cleveland), and John Grabowski (Western Reserve Historical Society). Archivists in Ohio should take advantage of this opportunity to nominate people or organizations from the state.

Nominees should be individuals or organizations who have contributed significantly to the profession through such areas as legislation, publicity, advocacy, or long-term professional support. This support should have improved the preservation of or accessibility to historically valuable documents or records. This support may have also contributed to a better public appreciation of archives.

Plans are being made to distribute nomination forms throughout the state. If you do not receive a form by mid-September or if you need more information about the award, contact::

Ed Rider  
Corporate Archivist  
Procter & Gamble Company  
1 Procter & Gamble Plaza  
Cincinnati, Ohio 45202-3315.



## An agenda for revitalizing SOA

SOA suffers from a malaise. There are, of course, no lack of reasons for this problem: competition from SAA and MAC, limited or non-existent travel funds, job responsibilities, family and personal commitments; all these, and many more, work together to reduce attendance at the annual meetings and erode our base of support.

Revitalizing SOA must be our primary concern. If this downward trend continues SOA's survival could be threatened. Even now the Society is weakened. With only approximately 20 percent of our membership currently active, we are hindered in our ability to effectively and aggressively assert ourselves in archivally important matters in Ohio and we lack the capacity to become involved in many outreach and service projects that would benefit not only us, but also the larger archival profession in our state as well. We are face to face with a difficulty that must be met with resolve and ingenuity.

Relatively speaking we are a small organization. We are not well known and we do not have large financial resources. To be successful we need the participation of most, if not all, of our members. For example, if MAC draws only one-third of its membership to a meeting, that is still over 300 attendees. If we draw one-third of our membership to a meeting, that is only 40 attendees. If, as has recently been the case, we draw only 20 percent, that is a mere 25 attendees. If SOA is to continue as a viable professional organization, it is vital that we have increased participation and input from our membership.

To this end, council has adopted the following agenda:

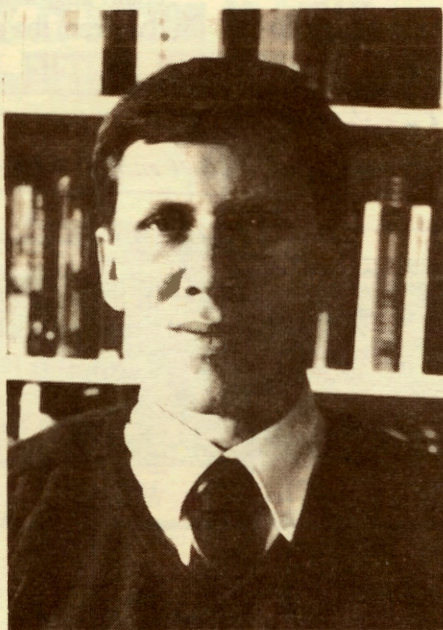
1. Consolidation of the editing, printing and mailing of *The Ohio Archivist* in Cleveland. Beginning with this issue, council member Dennis Harrison and managing editor John J. Grabowski have worked out an arrangement to have all of the preparatory work for *The Ohio Archivist* done in Cleveland and have established a schedule whereby the newsletter will be ready and

sent out in advance of each meeting. Dennis and John deserve a word of thanks for their efforts to insure that *The Ohio Archivist* will be a reliable, effective and informative voice of SOA.

2. A renewed membership drive. Under the direction of secretary-treasurer Robert Bober, SOA's new membership committee will work not only to solicit new members (including professionals from related fields such as genealogists and records managers), but will also attempt to reenlist the support of current members who have been inactive in recent years.
3. Emphasis on long-range planning. It is the consensus of council to emphasize the need for long-range planning in SOA. As a result, council's goal is to announce at its next meeting spring and fall meeting sites through the year 1990 and to begin a practice of naming program and local arrangement representatives up to a year in advance of each meeting. It is also council's goal, after further discussion among its membership, to establish an action agenda, listing SOA's goals and priorities for the 1990s.
4. Continuation of the legislative lobbying initiative begun at this year's spring meeting. Contacts with key persons in the state are being pursued while discussion and development of this project will continue with articles in *The Ohio Archivist* and additional sessions at the annual meetings. If, as we hope, our revitalization efforts are successful, our chances for success in this project will increase as well.

SOA's problems are considerable but not insurmountable. With reasonable goals and reasoned planning we can succeed. Come to the fall meeting in Bowling Green, September 24-25. The work can begin there.

Kevin Proffitt





# The Ohio Newspaper Project

The history of Ohio's newspapers is as rich and colorful as the history of the state. Beginning with Ohio's first newspaper, the *Centinel of the North-Western Territory*, which appeared in Cincinnati in 1793, and continuing with today's 366 publications, the state's journalistic heritage encompasses a host of newspapers. Published in a dozen different languages, Ohio's newspapers chronicle the everyday life of Ohio's citizens reflecting their diverse cultural heritage.

Since 1793, thousands of newspapers have been published in Ohio. Many were transitory with no lasting influence. Only a few, like the *Cleveland Plain Dealer* founded in 1842, consistently maintained their readership. Fortunately for those interested in studying Ohio's past, files representing all types of newspapers are held in the collections of the state's historical societies and libraries. The Ohio Historical Society maintains the largest collection of Ohio titles at its center in Columbus.

The Society began acquiring newspapers two decades after its founding in 1885. The collection, amassed over the past eighty years, includes local newspapers received from county commissioners who, under the provisions of an Ohio law enacted in 1850, were required to collect and preserve newspapers published in their respective

countries. The State Library of Ohio's newspaper collection was transferred to the Society in 1927 and many other titles were acquired through complimentary subscriptions, gifts, loans, and purchases. More than 45,000 microfilm rolls and approximately 20,000 newsprint volumes form the bulk of the collection (some 3,400 titles). Ohio publishers donate approximately fifteen thousand individual issues annually.

The state's newspapers recount the heritage of a pluralistic society. Issues of Ohio's first black newspaper, the *Columbus Palladium of Liberty* (1843-1844), as well as a number of other influential and historically significant black publications, are maintained in the collection. The Society also holds numerous labor, religious, and special interest newspapers. Many of these publications flourished during the nineteenth and early twentieth centuries, promoting a

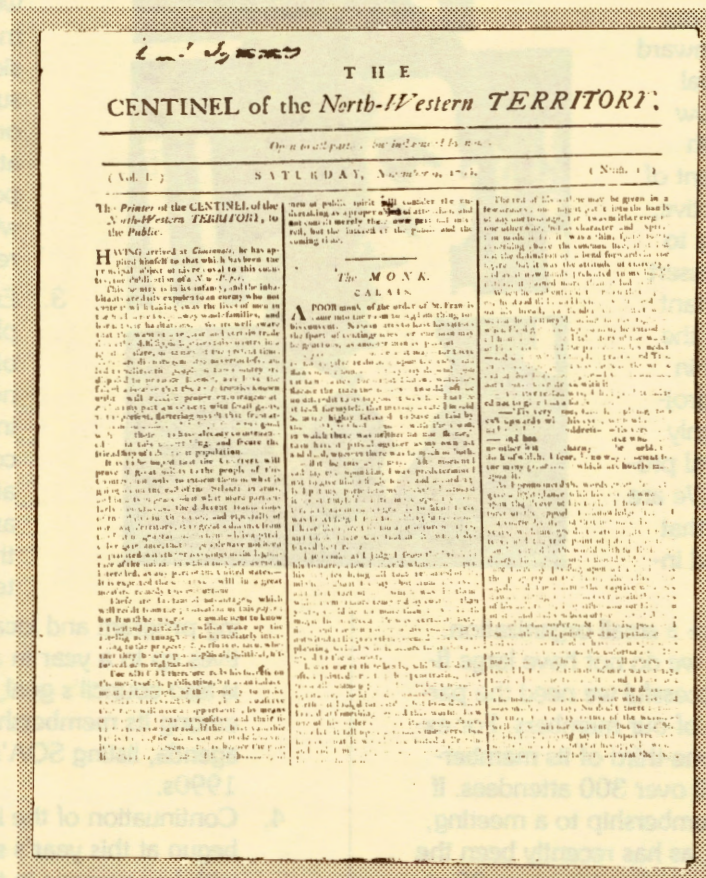
remarkable assortment of economic, political, and social causes aimed at a variety of audiences ranging from abolitionists to youth.

The influx of European immigrants in the mid-nineteenth and early twentieth centuries is reflected in the growth of Ohio's ethnic newspapers. The collection includes dozens of German language newspapers as well as Czech, Hungarian, Italian, Lithuanian, Polish, Romanian, Slovak, and Slovenian language journals. The Society's ethnic newspapers date from the early 1800s and are supplemented by several currently published foreign language titles.

Information about the location of these and Ohio's more well-known newspapers will be available as the result of a series of grants from the National Endowment for the Humanities to the Ohio Historical Society for participation in the United States Newspaper Program (USNP). The USNP is a three-phase program. Initially, individual states are encouraged to survey their newspaper holdings and design a plan for future bibliographic and preservation activities. This plan is then implemented by inventorying and cataloging each newspaper title held in the state and inputting this bibliographic and local holdings data onto the international database of the Online Computer Library Center (OCLC), headquartered in Dublin, Ohio. The preserva-

tion of these titles is undertaken through microfilming activities which bring together the most complete run of each title.

The Ohio Newspaper Project (ONP) is coordinated by staff of the Society's Collections and Research Services section within the Archives-Library Division. An advisory board of twelve members meets periodically to oversee project operations. The board includes representatives from the Cincinnati Historical Society, OCLC, the Ohio Academy of History, the Ohio Association of Historical Societies and Museums, the Ohio Genealogical Society, the Ohio Library Association, OHIONET, the Ohio Newspaper Association, the Ohio State University Libraries and the OSU School of Journalism, the Society of Ohio Archivists, the State Library of Ohio, and the Western Reserve Historical Society. The project employs two professional staff members to inventory



PHOTO/David R. Barker



BOOST  
BUCYROS

# THE DAILY FORUM

EIGHT PAGES EVERY DAY  
COMPLETE RESUME OF LOCAL  
AND TELEGRAPHIC NEWS

VOL. 35 NO. 92

BUCYROS, OHIO, TUESDAY, APRIL 16, 1912

PRICE TWO CENTS

## GREATEST SEA DISASTER

NEARLY NINE  
HUNDRED  
RESCUED

STRIKES HUGE ICEBERG

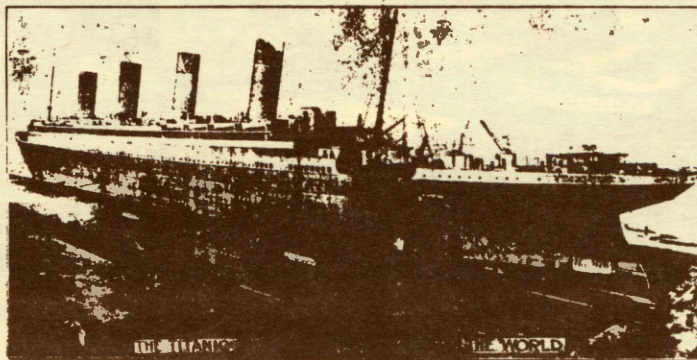
Sea Struck With Dead Bodies  
When Carpathia Arrives.

MANY NOTABLES ON BOARD

John Jacob Astor's Name Does  
Not Appear in List of Those  
Rescued, but Wife is Reported  
Safe on Board Vessel Bound  
For New York.

Wireless Flash Received at St.  
Johns Gives Faint Ray of Hope  
That Incoming Vessel May Be  
Bringing More Victims of the  
Greatest Marine Disaster Rec-  
orded in Years.

TITANIC LIES AT BOTTOM OF OCEAN;  
FIFTEEN HUNDRED GO WITH WRECK



HOPE HELD OUT.

New York, Apr. 16. — A dispatch  
from St. John's, N. F., this morning

CARPATHIA

MRS. JOHN J. ASTOR

STEAMSHIP

PLACES HARMON  
IN STONE AGE

W. J. Bryan Calls Governor  
"Prince of Reactionaries."

BOOSTS WILSON'S CANDIDACY

Nebraska Tells Columbus Jefferson  
Club Banquet That He is Devot-  
ing Time to Help Nominate Pro-  
gressive Candidate For President.  
Warns Against State Pride—De-  
clares That Ohio Executive is  
Backed by Wall Street Interests.

On the 14th of April, 1912, the  
Titanic, the largest ship ever built,  
was wrecked on a iceberg in the  
North Atlantic. The ship was  
sunk in the early morning hours of  
the 15th. The ship was carrying  
more than 2,000 people. The ship  
was carrying many of the most  
famous people of the world. The  
ship was carrying many of the  
most famous people of the world.  
The ship was carrying many of the  
most famous people of the world.  
The ship was carrying many of the  
most famous people of the world.

PHOTO/David R. Barker

and catalog Society newspaper holdings and prepare for future project activities.

From January to July of 1985, the Society conducted ONP's planning phase which informed Ohio's repositories of the USNP and its goals; compiled a title list of newspapers published in Ohio; identified which titles currently are represented in the OCLC Online Union Catalog; surveyed the location, size, composition, and condition of newspaper files held in the state; and designed a project to inventory and catalog newspapers in Ohio which will culminate in an online bibliography and union list.

To determine the location, size, composition, and condition of newspaper files held throughout Ohio, planning phase staff sent questionnaires to the state's 330 historical societies, 180 academic and special libraries, and 84 genealogical societies. A slightly modified survey was circulated to Ohio's newspaper publishing offices. An analysis of the returned questionnaires indicated that 352 of Ohio's libraries and genealogical and historical societies maintain newspaper collections. Of the 142 newspaper offices which responded to the survey, all but six hold backfiles of their own predecessor papers.

Work on the bibliographic second phase of ONP is divided into two parts. After extensive discussions with representatives from NEH and the Library of Congress, it was decided to inventory and catalog all titles held by the Society in Co-

lumbus before conducting fieldwork throughout the state. The Society's holdings, plus those of the Western Reserve Historical Society which were previously cataloged under the national repository program of the USNP, account for 76% of all titles published in Ohio. This base of information will greatly facilitate the gathering of complementary bibliographic data and additional local holdings information from other collections. The first half of phase two is funded from January 1987 through June 1989, during which 3,400 titles will be cataloged and over 7,000 local holdings files added to OCLC.

In preparation for the statewide fieldwork portion of phase two, staff will distribute a questionnaire during the summer of 1988 to Ohio repositories which maintain files of non-Ohio newspapers. The survey will request each recipient institution to list the titles, span dates, and format of their non-Ohio holdings. Survey responses will supplement existing newspapers file data and enable staff to prepare cataloging and travel schedules which they will use later in 1988 when preparing a grant application to NEH for completion of the Ohio bibliography. In addition, an information brochure will be printed in the spring of 1989 to explain ONP operations, emphasizing the research value of ONP's union list, and stressing the need to support a statewide preservation initiative for Ohio titles unavailable in microform. Staff will complete part one of this bibliographic phase by attend-





**ONP cataloger Fred Gaieck at work station.**

PHOTO/David R. Barker

ing regional professional meetings to initiate contacts and disseminate information about forthcoming statewide operations.

As currently envisioned, the second part of phase two will extend from July 1989 through December 1991. During this period, project catalogers based in Columbus will travel across Ohio, cataloging and inventorying the newspaper files of over 320 repositories and 330 publishers' offices. Staff will prepare new, or edit and enhance existing, USNP bibliographical records for approximately 1,900 Ohio newspapers. These records, and a minimum of 3,400 local holdings records, will be entered onto OCLC by staff at the Ohio Historical Center. During the final months of phase two, an offline union list of Ohio newspapers will be produced in paper, tape, and microform formats for distribution at cost.

An additional responsibility of the ONP staff is the evaluation of the physical condition and technical quality of newsprint and microfilm files held by Ohio institutions. NEH/USNP guidelines stipulate funds for phase three microfilming must be allocated on an equal matching basis. Project staff and advisory board members will be soliciting support for preservation activities as the project continues.

The Ohio Newspaper Project will promote the preservation and use of Ohio's newspaper collections by surveying the files of the state's many newspaper repositories, by updating and converting to machine-readable format data found in previously published newspaper guides, and by recording previously unknown bibliographic and union list

information. A wide community of researchers and research institutions will benefit from the successful completion of this initiative.

For further information regarding ONP, contact the Archives-Library Division, Ohio Historical Center, 1985 Velma Avenue, Columbus, Ohio 43211, (614) 297-2510.

Cindy S. Ditzler  
Ohio Newspaper Project

## **WRHS receives major grants from local foundations**

The Western Reserve Historical Society Library has received grants totaling \$246,000 over a three-year period to process and catalog its entire backlog of manuscript collections, using the MARC/AMC format on the OCLC system. Of this total, \$164,000 is from the Cleveland Foundation's Warner M. Bateman Memorial Fund and \$82,000 is from the George Gund Foundation.

The project staff consists of three manuscripts processors and one cataloger who began working July 1 under the



supervision of the library's curator of manuscripts and head cataloger. Their challenge consists of nearly 900 collections presently occupying some 4,400 linear feet of shelf space. These collections relate to a variety of subjects, but most notably those that have been emphasized by the library during the past two decades: social service, politics, architecture, genealogy, reform movements, religion, transportation, business, and black, ethnic, Jewish, labor and women's history.

In the 1960s the Society, like many of its peers throughout the country, recognized the need to collect a broader range of documentary evidence whose value to scholars was becoming increasingly appreciated. New programs focusing on the contributions of all elements of society were developed. The library's staff grew as special acquisition projects were funded by local and national foundations. By the early 1970s the library's collection programs were very productive. As its reputation grew as a serious archival institution, it was increasingly looked to by the community as the principal repository for papers of individuals and records of organizations that contributed to the growth and development of the Greater Cleveland area. The library often found itself in the position of being the last resort: if the library didn't take them, the records would have been destroyed. The latter losses would be unacceptable, particularly when the records were of Cleveland's progressive social service agencies, successful businesses, and leading public figures.

Through the mid-1980s, this effort produced more collections that the library staff could process and catalog. Although almost half of the 2,000 collections amassed during these years were routinely handled by the staff with valuable assistance from students, most of whom came from the archival program at Case Western Reserve University, there still remained a voluminous backlog of material. Most of this was housed in an off-site warehouse in anticipation of the day the Society would build a modern and spacious library building. That time came and in May 1984, the library moved into a new 68,000 square foot facility (see *SOA Newsletter*, Spring 1984). For the first time in more than a decade, all of its manuscript and archival collections were brought together. In the new building the staff had the opportunity to evaluate the extent of this backlog and to determine systematically the best method to deal with it.

This evaluation process began in the fall of 1984 when each collection was reviewed, as well as accession records and source files. It was soon evident that the processing time available to existing staff, even with student assistants, would not be sufficient to enable the reduction of this backlog in a timely fashion. Therefore, a grant request was developed that would provide at least four additional employees over a three-year period.

The Society has the good fortune to be located in Cleveland, a city that is served by the oldest community foundation in America, the Cleveland Foundation, and the George Gund Foundation, which has been very supportive of cultural and educational institutions in northern Ohio. These two Cleveland-based foundations, recognizing the importance to scholars throughout America in having these collections

available for research, generously provided the financial support to bring this major project to realization.

This project was responsible for introducing several new concepts to the library's operation. The staff has developed a ranking system which establishes the priority in which collections will be handled. A new processing manual, written specifically for this project, incorporates more thorough appraisal concepts, which should result in the radical reduction in the size of these collections. More stringent standards, based on recently published guidelines as well as staff experience, will be applied to assure that those collections added to the permanent holdings of the library will in fact be prime research material.

The project will enter into the OCLC database basic bibliographic information concerning all of the manuscript collections held by the library. These will include not only the collections processed during this grant period but also the 1500 processed and cataloged collections already available in the library. In addition, the new collections will be reported to the National Union Catalog of Manuscript Collections and a computer-generated finding aid will be issued to supplement the Society's initial repository guide which was published in 1972.

Because of its dimensions, this project is perceived by the library staff to be an exciting and educational opportunity. Concurrently with this effort, new collections will continue to be accessioned. Because of the new processing standards and procedures, which include team processing of larger manuscript collections, it is doubtful that a backlog as extensive as that developed in the past two decades will ever exist again.

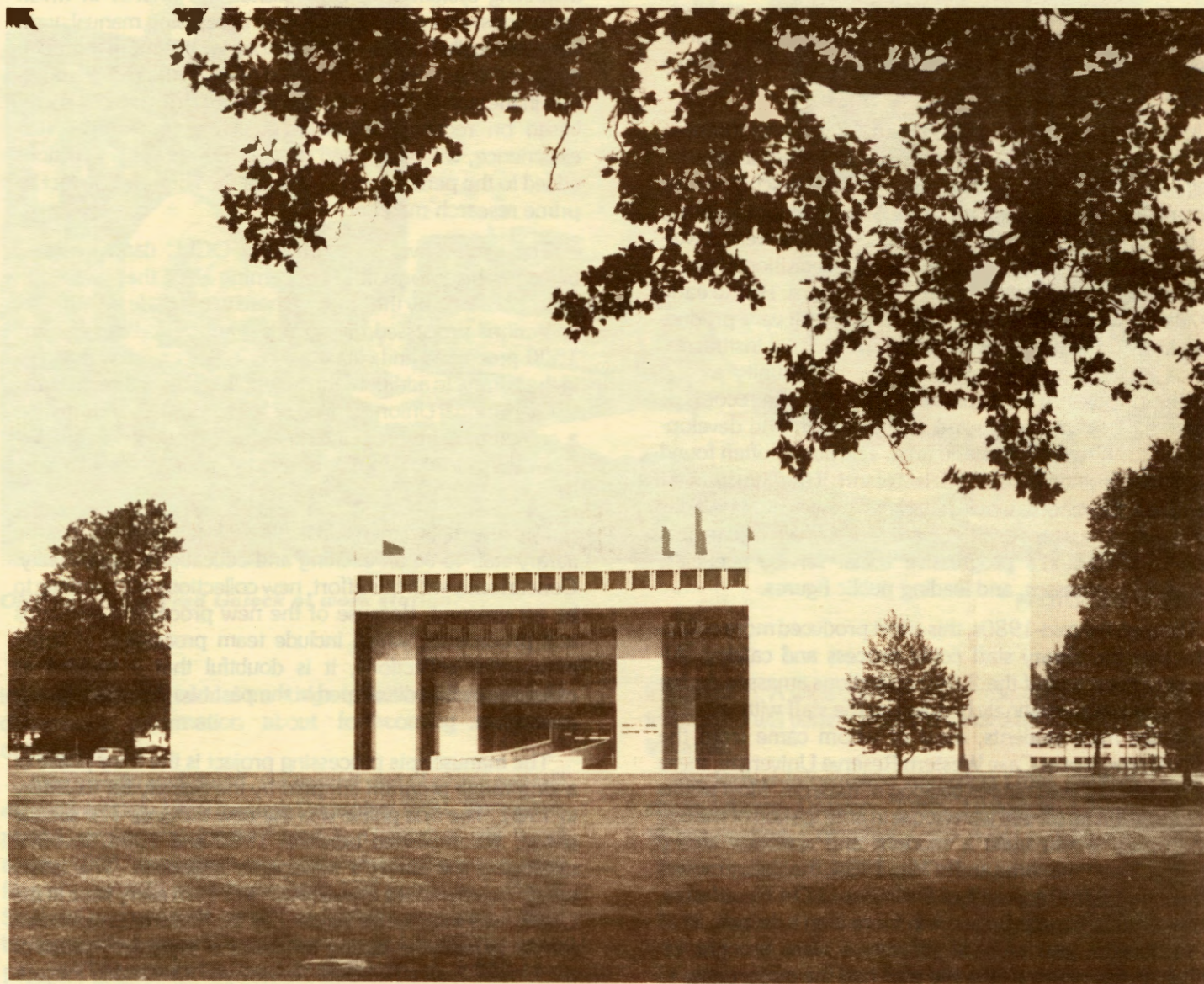
The manuscripts processing project is the third phase of a long-range program adopted by the Society for its library in 1981. The first phase was the new building. The second phase, accomplished between 1982 and 1984, involved cataloging the library's newspaper collection. The latter, which includes more than 5,000 titles from every state in the Union, was selected for funding by the National Endowment for the Humanities during the national repository phase of the United States National Newspaper Cataloging Project. Future phases will involve the library's extensive cartographic and photographic collections, the development of its conservation laboratory, and the expansion of its microfilming operation.

The Society will, as a matter of course, continue to explore sources of additional funding for special projects involving its manuscripts collections. A recent example is a two-year grant of \$75,000 from the Payne Fund to process the papers of Cleveland's Frances Payne Bolton (1885-1977), who served in the U.S. Congress from 1940 to 1969. Congressman Bolton's papers, received by the Society in several installments between 1963 and 1986, occupied nearly 500 linear feet before processing began on June 1.

Kermit J. Pike  
Library Director, WRHS



# Oberlin College Archives: A brief profile



*Mudd Center, which houses the Oberlin College Archives*

PHOTO courtesy of Oberlin College

Oberlin College was scarcely a year old when one of its founders was assigned responsibility for collecting materials documenting the history of the Oberlin settlement. In the decades that followed, institutional records and manuscripts accumulated. Concern for the safekeeping of the college archives ultimately led to the construction of a vault in the college chapel building in 1876. The Secretary of the College largely maintained the institutional records, such as board and faculty minutes, official publications and the files relating to students, faculty and staff. Because of the institution's commitment to keep track of its alumni (by way of publishing catalogs on a regular basis between 1835-1960), these records were better organized and preserved than might otherwise have been the case. By 1920 the

College Library held the papers of former presidents and faculty and prominent alumni as well as photographs, student lecture notes, and other material relating to the development of Oberlin College and the community. As the demand by scholars and alumni for access to these historical materials increased, there were calls on the part of the College Librarian to establish a college archives. After a lengthy battle with the administration, which covered nearly two decades, a college archivist was finally appointed in May 1966. William E. Bigglestone served as the first archivist through July 1986.

Formerly housed in the basement of Bosworth Hall, the building that once housed the Graduate School of Theology, the College Archives has occupied space on the fourth floor



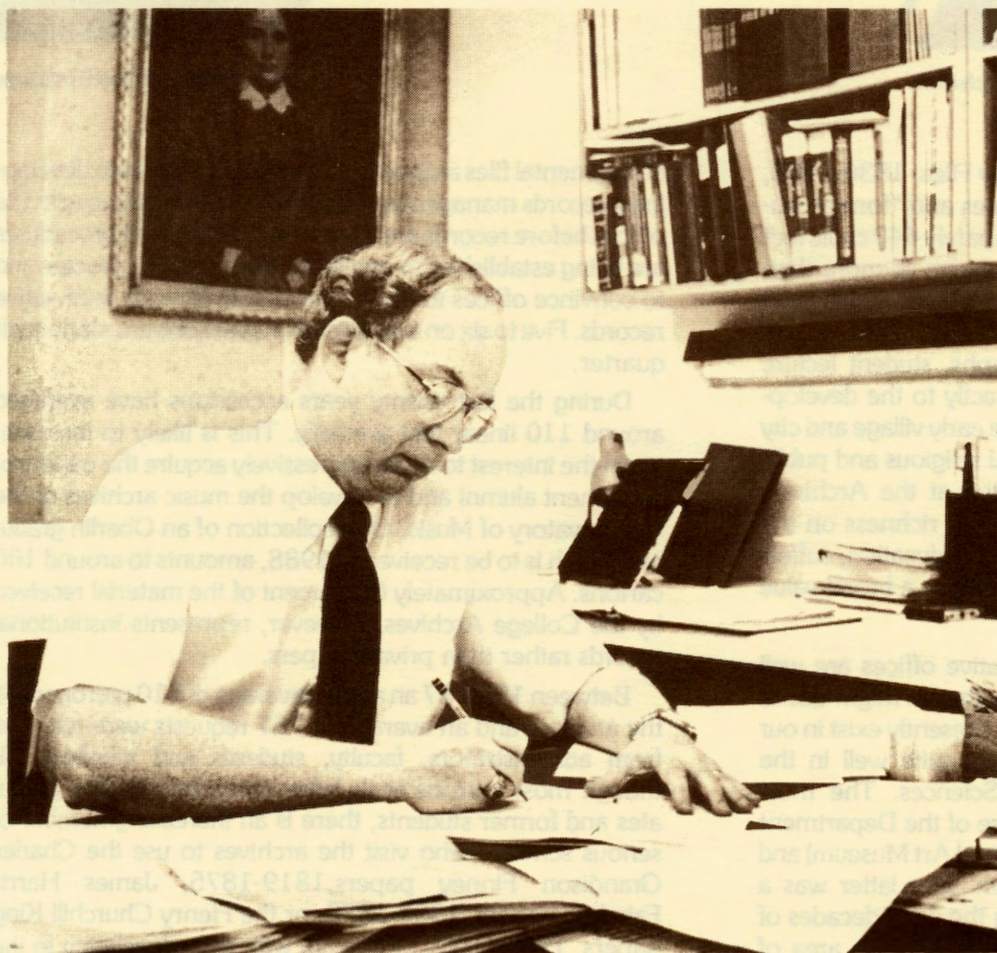
of Mudd Center since 1974. This library building, which also houses the Special Collections Program and the Computing Center, is a modern facility located in the center of the campus. In addition to the stack areas that hold 2,600 linear feet of records, the archives has a reading room, a dark room for microfilming, a project/work room and two offices. The archives also maintains storage space in the Carnegie Library Building where 200 boxes of records are currently stored. Total floor space for the archives in Mudd Center stands at 4,200 square feet. New storage space on the fourth floor, adjacent to the Goodrich Room and the storage area for Special Collections, is anticipated in 1988. The archives operates its own 35m MRD planetary camera and owns two AT&T 6300 personal computers, with accompanying printers. After September 1987 it also expects to be tied in to the Main Library's turnkey system, GEAC.

The archives, which is placed under the Office of Provost on the administrative chart, is staffed as follows. There is a full-time College Archivist and Department Head, a two-thirds time Archival Assistant, a three-fifths time Departmental Assistant III, and two student assistants. The program also benefits considerably from the efforts of volunteers—in particular one person who gives twenty to twenty-five hours a week and has more than twelve years of experience. The staffing today is at an all-time high. Under the direction of the Archivist, staff assist researchers, respond to written inquiries, process collections, inspect records, perform modest records management services, and engage in outreach

whether it be in the form of talks, exhibits or instructional services.

Oberlin College—an independent, coeducational institution with a distinguished place among American colleges and universities—has an important nucleus of archival materials which date back to its founding in 1833. Their richness is measured by the fact that Oberlin was the first coeducational college, as well as the historic leader in educating blacks. Unlike most four-year programs in the liberal arts and sciences, the school also maintains the Conservatory of Music and offers a number of programs leading to a masters degree.

The current holdings of the Oberlin College Archives consist of approximately 2,450 linear feet of records organized around 47 groups. Included in these are the official papers of eleven presidents—from Asa Mahan to Emil Charles Danenberg—and their administrative offices, 1833-1981; the general files of the Office of Provost, 1961-83; records relating to the College of Arts and Sciences and the Conservatory of Music; the files of college departments, organizations and committees; faculty and student publications; catalogues; yearbooks; and other materials pertinent to the school. Other records include those of the Graduate School of Theology, 1835-66, which include the files of the Schaufler College Division of Christian Education, 1954-56, and of Religious Education and Social Work, 1954-56. Of special interest and importance for researchers are the



**Roland M. Baumann,  
Oberlin College Archivist**

PHOTO courtesy of Oberlin College





**Research Room, Oberlin College Archives**

PHOTO courtesy of Oberlin College

Alumni records, including the Necrology Files, 1836-1938, and individual files of deceased graduates and "former students," 1833-1985. There are approximately 440 cubic feet of student files which document the careers of more than 15,000 graduates. In addition, the archives holds 190 collections of personal papers of former faculty and prominent alumni, over 200,000 photographs, student lecture notes, and other materials relating directly to the development of Oberlin College. Records of the early village and city of Oberlin, Russia Township, and local religious and public organizations have also been deposited at the Archives. Many of these collections—owing to their richness on the history of blacks, coeducation, liberal arts education, suffrage, temperance and women's rights—have a broad value for historians.

In general, the principal administrative offices are well represented in the archives. Even though one might desire more extensive departmental files than presently exist in our holdings, the departments are covered quite well in the records of the College of Arts & Sciences. The most complete department files include those of the Department of Art (including files of the Allen Memorial Art Museum) and the Department of Physical Education. The latter was a leader in the field of curriculum during the early decades of the twentieth century. Gains are expected in the area of

departmental files as increased emphasis is given to developing a records management program and to working with the offices before records are transferred. Additional procedures are being established to regularize the appraisal process and to convince offices to deal more effectively with semi-active records. Five to six on-site records inspections are made each quarter.

During the last twenty years accessions have averaged around 110 linear feet annually. This is likely to increase, given the interest to more aggressively acquire the papers of prominent alumni and to develop the music archives of the Conservatory of Music. One collection of an Oberlin graduate, which is to be received in 1988, amounts to around 100 cartons. Approximately 60 percent of the material received by the College Archives, however, represents institutional records rather than private papers.

Between 1980-87 an annual average of 510 patrons used the archives and an average of 757 requests were received from administrators, faculty, students and scholars. Although most patrons seek information on Oberlin graduates and former students, there is an increasing number of serious scholars who visit the archives to use the Charles Grandison Finney papers, 1819-1875, James Harris Fairchild papers, 1839-1889, or the Henry Churchill King papers, 1902-1927, or to work with records relating to the



education of blacks and women. More important, perhaps, is the fact that in 1986-87 more than 100 Oberlin College students made use of the archives for classroom papers or senior theses. We expect to increase this number by ten percent in each of the next three years.

Over the next three to five years the Oberlin College Archives also expects to be far more involved in automation and outreach. Presently, we are reviewing the use of the MARC AMC format. The archives is making every effort to convert manual descriptive practices to automated ones. Related to this process is the compilation of a "Guide to the Women's History Sources at Oberlin College" as well as an increase in our interaction with the staff of the college library in promoting information sharing. In the area of outreach the college archivist expects to commit more time in working with faculty on the use of the archives for classroom projects as well as in giving presentations to classes or interested groups in and outside of the college community. Finally, the archivist, with the assistance of the administration, intends to inaugurate records management programming.

The Oberlin College Archives is located in the fourth floor of Mudd Center on the campus of Oberlin College. We are open Monday through Friday, 8:30 to 4:30. Researchers are advised to call 216/775-8285 before visiting so that we can ensure giving them maximum service.

Roland M. Baumann  
College Archivist &  
Department Head

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## COUNCIL HIGHLIGHTS

### *Meeting of 12 June 1987*

Present:: Proffitt, Lemaster, Bober, Harrison,  
Smith, Miller.

Absent:: Grace.

1. Robert Bober presented the Treasurer's Report which showed a balance of \$1554.30 with only one debt (\$619 for the printing of the spring issue of *The Ohio Archivist*) remaining.
2. Council discussed and approved plans to centralize the editing, production and mailing of *The Ohio Archivist* in Cleveland, Dennis Harrison and John Grabowski will coordinate this move. Efforts will be made to issue the publication at least five weeks before the spring and fall meetings.
3. Council named Robert Bober as head of the Membership Drive Committee.
4. Plans for the fall 1987 meeting were discussed. The meeting, to be held on September 24-25 in Bowling Green, Ohio, is detailed elsewhere in this issue.

## News notes

The **American Jewish Archives** has received a grant of \$103,680 from the National Endowment for the Humanities to process the records of the New York office of the World Jewish Congress. The AJA celebrates its 40th anniversary this year.

**Antioch College** has received a \$35,000 grant from the NHPRC to employ an archivist for one year to put into place an archives and records management program for the University and to make both short- and long-term recommendations for continuing the program. Don Buske, a graduate of the Wright State M.A. program, will serve as archivist.

The **Ohio Genealogical Society** has received a grant of \$90,500 from the Justine Sterkel Foundation, the Richland Foundation, and an anonymous foundation to be applied to the construction of a new library building. The library will be located adjacent to the present headquarters of the OGS in Mansfield.

Kenneth Grossi has joined the staff of the **Ohio State University** as Assistant Archivist. Ken is a graduate of CWRU.

The **Local History and Genealogy Department** of the **Toledo-Lucas County Public Library** is pleased to announce the publication of *Toledo Profile: A Sesquicentennial History* by Tana Mosier Porter. Mrs. Porter is a librarian in the Library's History and Genealogy Department. The book is co-edited by Dr. Charles Glaab of the **University of Toledo** and James C. Marshall, head of the Local History and Genealogy Department of the Library. The book, an official Toledo sesquicentennial project, was produced with the cooperation of and funds provided by Toledo's newspaper, the *Blade*, Blue Cross and Blue Shield of Ohio, Dana Corporation, Toledo-Lucas County Public Library, and the Toledo Sesquicentennial Commission. The volume is available in hard cover (\$14.95) and soft cover (\$7.95).

Among the new collections at the **Ward M. Canaday Center** at the **University of Toledo** is a set of early minute books of the Board of Directors of the Libby-Owens-Ford Sheet Glass Company. The records date from 1899-ca. 1940. The Center has also acquired the papers of W. Eugene Hollon, noted historian of the American West.

New staff members at the **Western Reserve Historical Society** include Edward Cade, a graduate of Emporia State University and Leslie Solotko, a graduate of CWRU. Ms. Solotko is serving as Project Archivist for the Frances Payne Bolton Papers and Mr. Cade as Assistant Archivist for that project. Daniel Linke, A CWRU graduate, Richard Hite, a graduate of North Carolina State, and Bari Stith of CWRU have joined the Society's manuscripts division staff as processors for the library's three-year manuscript processing project.



The Society of Ohio Archivists was founded in 1968 to promote on a statewide basis the exchange of information, improvement of professional competence, and coordination of activities of archives and manuscripts repositories. Membership is open to all interested persons, particularly archivists, manuscripts curators, librarians, records managers, and historians. The Society holds two meetings each year and publishes *The Ohio Archivist* biannually.

Individual memberships are \$7.50 per year (\$10.00 institutional; \$5.00 student). Persons interested in joining the SOA should mail a check or money order made payable to the Society of Ohio Archivists to Robert Bober, Secretary-Treasurer SOA, Nationwide Insurance Co., 1 Nationwide Plaza, Columbus, Ohio 43216.

**THE OHIO ARCHIVIST** is a semi-annual publication of the Society of Ohio Archivists. The editors encourage the submission of articles relating to all aspects of the archival profession as well as information concerning archival activities in the state of Ohio. Submission deadlines are January 15 for the Spring number and July 15 for the Autumn number. All materials should be directed to:

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## OFFICERS AND COUNCIL

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## COUNCIL HIGHLIGHTS

Meeting of 12 June 1987

Present: President Proffitt, Secretary Bober, Treasurer Smith, Lemaster, Grace, Harrison, Miller, and Bober.

1. Minutes of the previous meeting were read and approved.

2. A letter from the American Society for Documental Science (ASD) was read. The letter invited the SOA to participate in the ASD's 1988 annual meeting in New Orleans. The SOA Council voted to accept the invitation.

3. A letter from the American Society for Manuscript Study (ASMS) was read. The letter invited the SOA to participate in the ASMS's 1988 annual meeting in New Orleans. The SOA Council voted to accept the invitation.

4. A letter from the American Society for Preservation Science (ASPS) was read. The letter invited the SOA to participate in the ASPS's 1988 annual meeting in New Orleans. The SOA Council voted to accept the invitation.

5. A letter from the American Society for Archival Science (ASAS) was read. The letter invited the SOA to participate in the ASAS's 1988 annual meeting in New Orleans. The SOA Council voted to accept the invitation.

6. A letter from the American Society for Library Science (ASLS) was read. The letter invited the SOA to participate in the ASLS's 1988 annual meeting in New Orleans. The SOA Council voted to accept the invitation.

7. A letter from the American Society for Information Science (ASIS) was read. The letter invited the SOA to participate in the ASIS's 1988 annual meeting in New Orleans. The SOA Council voted to accept the invitation.

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